

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Registrar
DEPARTMENT: Health
DIVISION: Vital Records
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2008

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Registrar for the Perry County Health Department, responsible for ensuring proper filing, preservation, and certification of vital records for the County and providing secretarial support to Department personnel.

DUTIES:

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and/or referring callers to appropriate individual or department. Researches records, schedules appointments, and maintains log of incoming calls/visitors as required.

Prepares, records, and preserves vital records according to Indiana State Department of Health (ISDH) guidelines, including ensuring proper processing and filing of all vital records, transferring records and compiling required reports, and working with ISDH personnel/officials to coordinate services and resolve problems with procedures and individual records.

Issues certified vital records as requested, including reviewing applications and certificates for accuracy and completeness, verifying applicant identification, making and certifying copies, mailing notification/application forms, and receiving and recording fees.

Records all adoptions received. Prepares and issues paternities, amendments, and legitimization affidavits, including sealing and replacing original recordings and entering corrections. Submits documents to the State for correction.

Performs bookkeeping duties for the Health Department, Local Health Maintenance Fund and other grants, including posting receipts and disbursements, preparing/making bank deposits, and maintaining/monitoring account balances. Occasionally requests loans from Treasurer as needed and attends Council meetings for additional transfer requests.

health/registrar

Prepares and processes vouchers for payroll and other costs, including typing forms, verifying invoice charges, obtaining proper signatures, and forwarding to Auditor. Receives and distributes payroll checks as appropriate.

Performs a variety of secretarial duties, including, but not limited to, composing and typing correspondence, preparing documents, maintaining files, and processing mail. Maintains inventory of supplies and forms, ordering/replenishing supplies as needed.

Serves as Secretary to the Health Board, including preparing/mailling meeting agendas, recording meeting minutes, transcribing and mailing minutes to appropriate parties, and presenting proposed annual budgets for approval.

May assist with immunization programs as needed, including scheduling appointments, obtaining patient information, checking TB test results, retrieving records for patients, and completing and filing forms.

Periodically assists Environmental Health Specialist with food inspections.

Occasionally travels to hospitals, physician offices, funeral homes, and other government offices to deliver, receive and/or discuss vital records documents and revised procedures.

Attends education workshops and training seminars.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Possession of or ability to obtain required certifications.

Thorough knowledge of standard policies and practices of Perry County Health Department and ability to apply appropriate procedures accordingly.

Thorough knowledge of legal requirements and proper procedures for processing, filing, certifying, and releasing vital records information, with ability to assure proper maintenance of Department files, apply and interpret procedures, and complete additional training seminars as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of basic bookkeeping practices and principles, and ability to perform arithmetic calculations, monitor and maintain accounts, and compile and prepare detailed reports.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents and written reports as required.

Ability to properly operate modern office equipment, such as computer, typewriter, telephone, copier, fax machine and audio recorder.

Ability to effectively communicate orally and in writing with co-workers, other County departments, ISDH, hospitals/nursing homes/physicians, funeral directors, other county health departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, collate, and classify data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions and time constraints, and on several tasks at the same time.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for training/seminars, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to established Department standards and guidelines, with priorities primarily determined by service needs of the public. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks or notification from other departments, agencies or the public. Undetected errors could result in loss of money to the department or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, ISDH, hospitals, nursing homes, physicians, funeral directors, other county health departments, and the public for purposes of providing, requesting and/or verifying information.

Incumbent reports directly to Health Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing under 25 pounds, close vision, keyboarding, driving, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent occasionally works extended hours, evenings and/or weekends and occasionally travels out of town for training/seminars, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Registrar for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name